

# The Gazette of India

## EXTRAORDINARY

PART II—Section 3—Sub-section (i)

PUBLISHED BY AUTHORITY

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No. 36] NEW DELHI, FRIDAY, MARCH 18, 1960/PHALGUNA 28, 1881

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### MINISTRY OF LABOUR AND EMPLOYMENT

(Directorate General of Resettlement and Employment)

#### NOTIFICATION

*New Delhi, the 18th March 1960*

**G.S.R. 337.**—The following draft of certain rules which the Central Government proposes to make in exercise of the powers conferred by section 10 of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (31 of 1959), is published as required by sub-section (1) of the said section for the information of persons likely to be affected thereby; and notice is hereby given that the said draft will be taken into consideration on or after the 16th April 1960.

Any objection or suggestion which may be received from any person with respect to the said draft before the date so specified will be considered by the Central Government and such objections or suggestions shall be addressed to the Director General of Resettlement and Employment and Joint Secretary to the Government of India, Directorate-General of Resettlement and Employment Ministry of Labour and Employment, 18, Gurdwara Road, New Delhi:—

#### DRAFT RULES

1. **Short title.**—These rules may be called the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

- (1) "Act" means the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (31 of 1959);
- (2) "Central Employment Exchange" means the Employment Exchange established by the Government of India, Ministry of Labour and Employment;
- (3) "Director" means the officer in charge of the Directorate administering Employment Exchanges in a State or a Union territory;
- (4) "Form" means a Form appended to these rules;
- (5) "Local Employment Exchange" means that Employment Exchange (other than the Central Employment Exchange) notified in the Official Gazette by the State Government or the Administration of the Union territory as having jurisdiction over the area in which the establishment concerned is situated or over specified classes or categories of establishments or vacancies;
- (6) "Section" means a section of the Act.

3. **Employment Exchanges to which vacancies are to be notified.**—(1) The following vacancies, namely,—

(a) vacancies carrying total monthly emoluments of Rs. 200 or more occurring in establishments in respect of which the Central Government is the appropriate Government under the Act, and

(b) vacancies which an employer may desire to be circulated to the Employment Exchanges outside the State or Union territory in which the establishment is situated,

shall be notified to the Central Employment Exchange.

(2) Vacancies other than those specified in sub-rule (1) shall be notified to the Local Employment Exchange.

4. **Form and manner of notification of vacancies.**—The vacancies shall be notified in writing to the appropriate Employment Exchange, and the following particulars shall be furnished, where practicable, in respect of each type of vacancy:—

1. Name and address of the employer;

2. Telephone number of the employer, if any;

3. Nature of vacancy—

(a) Type of workers required (Designation);

(b) Description of duties;

(c) Qualifications required—

(i) Essential

(ii) Desirable

(d) Age limits, if any;

(e) Whether women are eligible?

4. Number of vacancies—

(a) Regular

(b) Temporary

5. Pay and allowances.

6. Place of work (name of town/village and district in which it is situated).

7. Probable date by which the vacancy will be filled.

8. Particulars regarding interview of applicants.

(a) Date of Interview.

(b) Time of Interview.

(c) Place of Interview.

(d) Designation and address of the person to whom applicants should report.

9. Whether there is any obligation or arrangement for giving preference to any category of persons in filling up the vacancies?

10. Any other relevant information.

5. **Time limit for the notification of vacancies.**—(1) Vacancies, required to be notified to the local Employment Exchange, shall be notified at least one week before the date on which applicants will be interviewed where interviews are held, or the date on which vacancies are intended to be filled, if no interviews are held.

(2) Vacancies, required to be notified to the Central Employment Exchange, shall be notified at least three weeks before the date on which applicants will be interviewed where interviews are held, or the date on which vacancies are intended to be filled, if no interviews are held.

6. **Submission of returns.**—An employer shall furnish to the local Employment Exchange quarterly returns in Form I and biennial returns in Form II. Quarterly returns shall be furnished within 30 days of the due dates, namely, 31st March, 30th June, 30th September and 31st December. Biennial returns shall be furnished within 30 days of the due date as notified in the Official Gazette.

7. The Director is hereby prescribed as the Officer who shall exercise the rights referred to in section 6 of the Act, or authorise any person to exercise these rights.

8. **Prosecution under the Act.**—The Controller or the Deputy Commissioner, as the case may be, of the district in which the establishment is located is hereby prescribed as the officer who may institute or sanction the institution of prosecution for an offence under the Act.

### FORM I

(See Rule 6)

*Quarterly returns to be submitted to the Local Employment Exchange within 30 days of the end of each quarter giving information as at the end of each quarter.*

Name and address of the Employer:

Nature of business;

(Please describe what the establishment makes or does as its principal activity).

1. Total number of persons employed by the establishment.†  
(The figures should include every person, whether work-charged, temporary or permanent, whose wage or salary is paid by the establishment).

At the end of previous quarter (Date.....)	At the end of current quarter (Date.....)	If possible please state what the total number of your employees is likely to be at the end of following quarter (Date.....)
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Males

Females

Total

2. Number of vacancies that have occurred during the quarter ended March\*/June/September/December (Year.....)
3. Number of vacancies notified during the quarter ended March\*/June/September/December (Year.....)  
(a) to local Employment Exchange.  
(b) to Central Employment Exchange.
4. Number of vacancies referred to in item 3, filled:  
(a) through Employment Exchanges,  
(b) through other sources.
5. Reasons for difference if any, between the numbers shown in items 2 and 3 above.

\*—Delete inapplicable term.

6. Number of vacancies, if any, remaining unfilled in the establishment on the date of this return due to shortage of suitable applicants.

Vacancies that are pending merely on account of routine delays need not be included. This information is required to enable Government to locate, and where possible plan for the eradication of persistent shortages.

*Nature of vacancy or designation*

*Number of vacancies.*

Date .....

*Signature of Employer*

To

The Employment Exchange,

(Please fill in here the address of your local Employment Exchange).

FORM II  
(See Rule 6)

*Occupational return to be submitted to the local Employment Exchange not more than once in two years (on a date to be specified by notification in the Official Gazette).*

Name and address of the employer :

Nature of business:

(Please describe what the establishment makes or does as its principal activity).

1. Total number of persons employed by the establishment on due date as notified in the Official Gazette.
2. Classification of employees by occupations  
Please give below the number of employees in each occupation separately.

Occupation	Number of employees			
	Men	Women	Total	
Use exact terms such as engineer (mechanical); teacher (domestic science); officer on special duty (actuary); assistant director (metallurgist); scientific assistant (chemist); research officer (economist); instructor (carpenter); supervisor (tailor); fitter (internal combustion engine); inspector (sanitary); superintendent (office); apprentice (electrician).				If possible state how many vacancies you may have to fill during the next 12 months due to retirement, expansion or reorganisation.
(1)	(2)	(3)	(4)	(5)

TOTAL:

To

The Employment Exchange,

(Please fill in here the address of your local Employment Exchange).

NOTE:—Total of item 2 under Col. (4) should correspond to the figure given against item 1.

[No EP-116(2)/59.]

P. M. MENON, Secy.